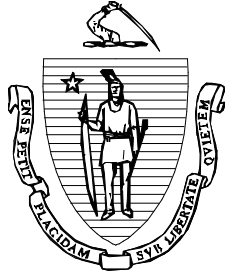


COMMONWEALTH OF MASSACHUSETTS



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT DIVISION OF COMMUNITY SERVICES

Notice of Funding Availability for the

COMMUNITY SERVICES BLOCK GRANT (CSBG) APPLICATION FOR DESIGNATION OF ELIGIBLE ENTITY TO SERVE THE EVERETT, MALDEN, AND MEDFORD SERVICE AREA

April 2015

Charles D. Baker, Governor

Jay Ash, Secretary

Karyn E. Polito, Lieutenant Governor

Chrystal Kornegay, Undersecretary

LEGAL NOTICE OF FUNDING AVAILABILITY

REQUEST FOR APPLICATIONS

The Massachusetts Department of Housing and Community Development (DHCD) invites sealed written application proposals from private non-profit organizations, located in or contiguous to the Everett, Malden, and Medford, Massachusetts service area to provide a range of services to low-income residents in order to eliminate poverty and promote self-sufficiency, pursuant to the federal Community Services Block Grant (CSBG) Act (42 U.S.C § 9901 *et seq.*), as amended by Public Law 105-285, the DHCD Community Services Block Grant Regulations 760 CMR 20.00, and 815 CMR 2.00. It is estimated that approximately \$401,759 may be available to fund CSBG programs and operations for the period October 1, 2015 to September 30, 2016, contingent upon the availability of federal funding. Under this Notice of Funding Availability for a Request for Applications, DHCD will select a Contractor to administer DHCD's CSBG program commencing on or about October 1, 2015. The CSBG program in this service area is currently administered by an Interim Service Provider, and DHCD reserves the right to extend the contract with the Interim Service Provider to allow for an orderly transition to the selected applicant. The Interim Service Provider is not precluded from submitting an application pursuant to this NOFA.

Minimum threshold eligibility requirements are defined herein. The selected applicant shall be required to provide all staffing, equipment, facilities and other resources necessary for the effective and efficient operation of the CSBG program within the service area. The description of services herein provides a framework for the required services to be provided by the selected applicant.

Application packages are available for pick-up at Department of Housing and Community Development located at 100 Cambridge Street, Suite 300, Boston, MA 02114 during regular business hours, 9:00 AM to 5:00 PM, from April 27, 2015 to June 5, 2015. To request a mailed copy, please send an email to community_services@hotmail.com or call 617-573-1400 and provide the mailing address and contact person for your agency. The application packet is also be available online at www.mass.gov/dhcd and on **Comm-BUYS**. Applicants may submit written questions to DHCD via email to community_services@hotmail.com or Comm-BUYS until May 15, 2015. The Comm-BUYS file will be updated with any applicable questions and answers, amendments (if any), and the list of applicants.

Applications shall be submitted to the DHCD at the above address. DHCD cannot accommodate the transmission of applications by fax or through other electronic media. Applications **must be received** (via certified or registered mail or in-person) no later than **2:00 PM on Friday, June 5, 2015**. Any applications received after the above specified date and time shall not be considered.

For additional information, please contact Gerald Bell, the Director of the DHCD Community Services Unit, at 617-573-1438.

Community Services Block Grant (CSBG) Application for Designation of Eligible Entity to Serve the
Everett, Malden, Medford Service Area

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ATTACHMENTS

- A. Service Area Communities to be Served by Community Services Block Grant**
- B. Tripartite Board Structure Description**
- C. Application Coversheet**
- D. Unmet Needs Documentation for the Everett, Malden, Medford, Massachusetts Service Area**
- E. CSBG FY 2016 Proposed Budget**
- F. Evaluation Criteria and Scoring System**
- G. CSBG Federal Legislation – CSBG Act (Public Law 105-285)**
- H. Massachusetts Department of Housing and Community Development Community Service Block Grant Regulations (760 CMR 29.00)**
- I. Massachusetts CSBG Assurances**
- J. Federal Poverty Guidelines**

I. Summary

Section 676A of the Community Service Grant (CSBG) Act (42 U.S.C § 9901 *et seq.*), as amended, by the Coats Human Services Reauthorization Act of 1998, (Public Law 105-285) (Attachment G) and DHCD CSBG Regulations 760 CMR 29.00 (Attachment H), DHCD announces that written applications will be accepted and an eligible entity will be selected to provide CSBG funded-assistance to the Everett, Malden, Medford, Massachusetts Service Area (see Attachment A).

II. Background

The Economic Opportunity Act of 1964 created Community Action Agencies (CAAs) to administer federal “War on Poverty” programs in the mid-1960’s. The CAA concept continues today under the Coats Human Services Reauthorization Act of 1998 (Public Law 105-285), also called the CSBG Act¹. In Massachusetts, there are currently 23 agencies designated as “eligible entities” authorized to receive a portion of the CSBG funds allocated to the Commonwealth. DHCD administers this grant and, using a formula allocation, provides the CSBG funds to CSBG “eligible entities” to serve low- income persons in all 14 Massachusetts counties.

A) CSBG Purpose

The purpose of the CSBG program is to reduce poverty, revitalize low-income communities, and empower low-income families and individuals to become fully self-sufficient. This is accomplished by using CSBG funds to support local efforts to identify, reduce, or eliminate the causes of poverty and to help solve problems that block the achievement of economic self-sufficiency.

B) CSBG allowed Expenditures

CSBG funds allow organizations to administer programs that identify, address and eliminate the causes of poverty and increase the participation of low-income persons in the activities of their community so that they can assist in solving their own problems. CSBG funds can be used to provide direct assistance to low-income persons (i.e., with income 125% or below federal poverty guidelines - see Attachment J), and to assist with the costs of administering other federal, state, and local programs that provide assistance to low-income persons.

C) CSBG Supported Efforts

CSBG eligible entities are mandated to focus their efforts on assisting individuals to become self-sufficient, including creating and participating in community revitalization projects that provide enhanced economic opportunities for the target population. CSBG eligible entities also strive to encourage maximum participation of residents of the low-income communities so that the residents become empowered to respond to the unique problems and needs within their own communities (see Attachment H, specifically 760 CMR 29.04 (1)).

¹ Public Law 105-285, section 671

CSBG Eligible entities in other areas of the Commonwealth use CSBG funds to support programs such as: Adult Basic Education/GED/ English as a Second Language; Head Start; WIC; food pantries; nutrition; youth development; child care programs; job training programs; senior citizens programs; energy programs; weatherization programs; emergency assistance programs; homelessness prevention programs; housing programs; self-sufficiency programs; and other human service programs to assist low-income persons.

III. Eligible Applicants

DHCD seeks to provide comprehensive services to low-income individuals, families and communities in the Everett, Malden, Medford, Massachusetts Service Area and will accept written applications from organizations that meet the qualifications under 676A of Public Law 105-285 as:

A private nonprofit organization (which may include an eligible entity)²) that is geographically located in the unserved area, that is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency; or

A private nonprofit eligible entity that is geographically located in an area contiguous to or within reasonable proximity of the unserved area and that is already providing related services in the unserved area.

Organizations eligible to apply for designation as the eligible entity to service the Everett, Malden, Medford, Massachusetts Service Area must: (1) be a private nonprofit organization (as described above); (2) provide services to low-income persons located within the Everett, Malden, Medford, Massachusetts Service Area, or that is contiguous to the service area; (3) demonstrate fiscal and programmatic capacity to provide services designed to eliminate the causes of poverty and foster self-sufficiency, and (4) be governed by a local tripartite (three-part) board. DHCD may assist the successful applicant to structure an appropriate board. (See Attachment B for description of the tripartite board structure and Attachment H, specifically 760 CMR 29.04, for further information.)

The term “private, nonprofit organization” also includes religious organizations. DHCD will consider qualified faith-based and other nonprofit organizations, as well as existing eligible entities, in designating an eligible entity to provide services in the Everett, Malden, Medford, Massachusetts Service Area.

IV. Funds Available

DHCD does not have a definitive figure that would be allocated for the Everett, Malden, Medford, Massachusetts Service Area in FY 2016. However, utilizing the current formula, it is estimated that the award may be approximately \$401,759. DHCD is awaiting the U.S. Department of Health and Human Services (HHS) announcements of FY 2016 funding.

V. Submission Information

A) Application Format Criteria

² Eligible Entity: an organization which was officially designated as a community action agency or community action program under provisions of the Economic Opportunity Act of 1964; organization serving migrant and seasonal farm workers, and agencies designated by the Governor to serve an unserved area.

Applications must be typed and double-spaced on standard 8½" by 11" paper and have consecutively numbered pages. Any appended photocopied materials must be legible. Applications must be bound using binder clips. **DO NOT USE FOLDERS OR NOTEBOOKS OF ANY TYPE.** An original and four copies of the completed application must be submitted.

B) Application Certification

The original application must be signed on the cover page (Attachment C) by the applying organization's Executive Director or Chief Operating Officer as well as the Board of Director's President (if applicable).

C) Application Deadline

The **deadline** for the submission of the completed application, as detailed herein, is **2:00 PM Friday, June 5, 2015.**

An original and four copies of the application must be submitted by registered or certified mail or delivered in person to:

Procurement Manager
The Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114

DHCD will not accommodate transmission of applications by fax or through other electronic media. Any applications received after the above specified date and time shall not be considered.

VI. Application Instructions

A) Minimum Threshold Requirements

Applicants are required to submit an original and four copies of the following (along with their completed application) to document eligibility:

- 1) Articles of Incorporation approved the Office of the Secretary of the Commonwealth of Massachusetts;
- 2) Most recent set of Board approved organizational by-laws;
- 3) Documentation of applicant's IRS tax-exempt status;
- 4) Evidence that the organization is located in Everett, Malden, Medford, Massachusetts Service Area; or is contiguous to or within reasonable proximity of Everett, Malden, Medford, Massachusetts Service Area;
- 5) Organization's mission statement;
- 6) Copy of most recent audit report, including the A-133 audit report;
- 7) Organizational chart;

- 8) List of current funding sources;
- 9) Agency-wide budget;
- 10) List of formal (e.g., established MOU or MOA in effect) current partnerships and collaborations;
- 11) Letters of support for your organization's application for designation;
- 12) A table showing a roster of Board of Directors by sector represented and local affiliation, indicating names and addresses and;
- 13) Minutes of most recent meeting of the Board of Directors.

B) Applicant's Experience and Proposed Approach to providing Requested Services narrative (page limit: 5-8 pages)

1) Capacity

The applicant should describe its capacity to manage a CSBG grant, including finances, programs, and other services, according to all applicable federal and state statutes and regulations, including applicable state and federal confidentiality, non-discrimination, monitoring, fraud prevention, audit, records, and financial reporting rules. Please provide a brief summary of your agency's history and past accomplishments, explaining why your agency is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency in the Everett, Malden, Medford, Massachusetts Service Area.

Be sure to include in the summary the following:

- a) A brief history of the organization including its location(s), current service area, and the target population served, and the number of clients served last year (2014).
- b) Briefly explain how your organization follows sound fiscal management principles and procedures in administering grants to ensure proper checks and balances;
- c) Describe administrative and staff experience serving low-income clients;
- d) Provide no more than two (2) examples showing demonstrated effectiveness in the Everett, Malden, Medford, Massachusetts Service Area;
- e) Describe how your agency currently does and will involve partners and coordinate collaborative relationships in the Service Area to maximize service delivery.
- f) Describe your agency's level and sources of community support in the Everett, Malden, Medford, Massachusetts Service Area;
- g) Describe your organization's compliance with the Massachusetts CSBG regulations, including a tripartite Board of Directors, in accordance with Section 676(b) of the

CSBG Act and Massachusetts Regulations 760 CMR 29.06 or your organization's capacity to establish such a board and;

h) Describe the selection process of your organization's board of directors.

2) Approach

Describe your organization's approach to addressing low-income needs in the Everett, Malden, Medford, Massachusetts Service Area. Be sure to include the following information:

- a) How did your organization determine the need for specific services in the Service Area? Additionally, please complete the related "Unmet Needs Documentation for the Everett, Malden, Medford Service Area" chart (Appendix D) as an attachment to your organization's application. *Please note the completed chart is not counted against Narrative page limit.*
- b) Demonstrate your organization's ability to advocate for low income people in the Everett, Malden, Medford, Massachusetts Service Area.
- c) How does your organization evaluate program effectiveness? How does the organization set goals and measure the outcomes of services provided?
- d) How will your agency provide outreach to low-income and Limited English Proficiency (LEP) residents to ensure their participation in the organization's programs and board of directors?

3) Transition Planning

- a) Briefly outline your organization's plan to develop a new or enlarged tripartite board to represent as many groups as possible in the Everett, Malden, Medford, Massachusetts Service Area.
- b) Briefly describe your organization's plan to complete outreach to and conduct long-term involvement with local minority-focused agencies/non-profits.
- c) Briefly describe how your organization will carry out the continuum of care now in place with the least disruption to customers currently receiving services.

4) Bonus Question (Not required)

Describe an innovative approach to addressing the causes of poverty, fostering self-sufficiency, or revitalizing the community that your agency either has successfully utilized in the past or that would be appropriate for the Everett, Malden, Medford, Massachusetts Service Area.

C) **Applicant CSBG Budget**

Applicants are required to submit a budget (Appendix E) detailing how CSBG funds will be expended.

D) If applicants are unable to adequately complete any sections herein, they must indicate the reason(s) why.

VII. Application Review Process

Applications will be referred to reviewers for a numerical score and explanatory comments based solely on responsiveness to program guidelines and evaluation criteria published in this announcement (Attachment F). Reviewers' scores will weigh heavily in selection of the entity, but may not be the only factors considered.

Applications will be ranked and generally considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed selection since other factors deemed relevant may be considered, including but not limited to: timely and proper completion of projects in the past 5 years; comments of reviewers; previous program performance of applicant; compliance with grant terms under previous grants; audit reports; investigative reports; and applicant progress in resolving any final audit disallowance on State or other Federal grants. Applicants must not be currently subject to any state or federal debarment order. DHCD reserves the right to discuss applications with other federal or non-Federal sources to ascertain the applicant's performance record.

DHCD reserves the right at any time and without penalty to cancel or recommence this NOFA and procurement, narrow or amend its scope, or reject any and all responses if DHCD determines that a fair and open competitive procurement has been compromised or that doing so is in the best interest of the Commonwealth.

All awards and contracts are subject to appropriation and are conditional upon the availability of funds from the federal government. All responses and applications become the property of DHCD. Each applicant shall provide any requested documentation to DHCD prior to the execution of the contract.

Applicants will be notified via the Comm-BUYS system and/or email of their status. The successful applicant will be offered a contract for an initial one year term, will be required to enter into a contract with DHCD to administer the CSBG program in the service area, and must comply with all state and federal rules and requirements. The CSBG contract for FY 2015 is attached for illustrative purposes only. The successful applicant may be required to participate in periodic meetings, conferences, and forums, as appropriate and when required by DHCD over the term of the contract, and will be required to begin operations effective on or about October 1, 2015. DHCD may elect to establish an alternative start date or establish a modified transition schedule for performance to allow for the orderly phase out of services provided by the existing Interim Service Provider. DHCD may elect to modify or redefine the service areas and the CSBG contract during the term of the contract.

VIII. Reporting Requirements of Awarded Organization

After designation, the new entity for the Everett, Malden, Medford, Massachusetts Service Area shall be required to complete an annual workplan detailing program activities and project outcomes as well as submit a budget for FY 2016. DHCD will provide assistance and any necessary guidance to the entity when developing documents.

All entities receiving CSBG funds are required to submit the following information and reports to DHCD (see Attachment H, specifically 760 CMR 29.07).

<u>Required</u>	<u>Timeframe</u>
Community Action Plan	Every three (3) years
CSBG Workplan and Budget	Annually
CSBG Program Progress Report	Biannually
CSBG Fiscal Report	Quarterly
Monthly Board Minutes	Within 10 days of Board approval
A-133 Single Audit	Annually

Further information may be requested from DHCD on an as needed basis. DHCD reserves the right to update these requirements in accordance with state and federal laws.

Entities receiving CSBG funding are monitored by DHCD on an ongoing basis. DHCD conducts an in-depth on-site assessment of the agencies every three (3) years, and in accordance with state and federal requirements. DHCD reserves the right to attend agency board meetings. Further, applicants should be aware DHCD will conduct an on-site review of the newly designated entity one year after the entity began receiving CSBG funding (see Attachment H, specifically 760 CMR 29.09 (b)). Additionally, DHCD occasionally requests agency staff presence at meetings and trainings.

ATTACHMENT A

Attachment A

**COMMUNITIES REQUIRED
TO BE SERVED
BY THE COMMUNITY SERVICES BLOCK GRANT**

Everett, Malden, Medford, Massachusetts

Note: Applicants reserve the right to include undesignated cities/towns contiguous to the service area identified above.

ATTACHMENT B

Tripartite Board of Directors

Pursuant to Public Law 105-285 section 676B and further detailed in the DHCD CSBG Regulations CMR 760 29.06 (Attachment H), designated CAAs are required to administer the CSBG Program through a tripartite board of directors, composed to assure that:

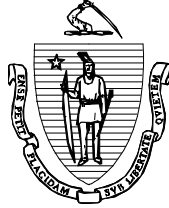
Public Officials- 1/3 of the members are elected public officials holding office on the date of selection, or their representatives, except that if the number willing to serve on the board is less than 1/3 of the membership on the board, membership on the board of appointive public officials or their representatives may be counted in meeting the 1/3 requirement.

Low-income Individuals and Families- not fewer than 1/3 of the members are chosen in accordance with democratic selection procedures adequate to assure that these members are representative of the low-income individuals and families in the neighborhood served.

Private Sector- the remainder of the members are officials or members of business industry, labor, religious, law enforcement, education, or other major groups and interests in the community served.

ATTACHMENT C

COMMONWEALTH OF MASSACHUSETTS



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

**Application for Designation of Eligible Entity to Provide Community Services
Block Grant (CSBG Assistance to Everett, Malden, Medford, Massachusetts Service Area)**

COVER SHEET

Agency name: _____

Address: _____

Principal contact name: _____

Title: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Executive Director: _____
Print name and date

Executive Director: _____
Signature

Board President: _____
Print name and date

Board President: _____
Signature

ATTACHMENT D

Attachment D

Community Profile for Everett, Malden, Medford Service Area

Complete a Community Profile form for Everett, Malden, Medford, Massachusetts Service Area and include a summary of this information in your application narrative. Please use additional sheets if necessary.

Data Required	Applicant Response	Data Source
1. Local poverty statistics a. Percentage of poverty b. Approximate number of persons in poverty		
2. Unemployment rate		
3. Community Demographics – to include race, ethnicity, educational attainment, language needs, etc.		
4. List of other agencies in the service area that assist low-income persons. This list should include as broad a spectrum as exists in the Service Area. Include: agency name, population served, type(s) of assistance offered.		
5. Gaps in services available within the Service Area (Note type of service needed, nearest location to obtain service, frequency that service is required, transportation issues, etc.)		
6. Other local events/issues that affect the county's ability to respond to service needs including homelessness. (New employers/new resources available, plant layoffs, natural disasters, or other decrease in previous services)		

Note: If choosing to expand beyond the designated service area, complete a separate Community Profile for the additional cities/towns.

ATTACHMENT E

Attachment E

CSBG FY 2016 Proposed Budget

Cost Categories	Administrative Cost	Program Cost	Non-CSBG Total	Total CSBG and Non-CSBG
A. Personnel				
1.1 Salaries (Admin.)				
1.2 Salaries (Non-Admin.)				
2. Fringe Benefits				
3. Consultants				
Personnel Subtotal				
B Non-Personnel				
1. Rent				
2. Utilities				
3. Telephone				
4. Consumable Supplies				
5. Expendable Equipment				
6. Capital Equipment				
7. Leased Equipment				
8. Photocopying				
9. Outside Printing				
10. Postage & Mailing				
11. Advertising				
12. Travel				
13. Vehicle Leasing				
14. Contract Services				
15. Audit				
16. Indirect Costs				
17. Other (specify)				
18. Data Processing				
19. Internet Access				
Non-Personnel Subtotal				
TOTAL BUDGET				

ATTACHMENT F

Evaluation Criteria and Rating System

The reviewers will use the following criteria and rating system to score the received Applications.

A) Minimum Threshold Requirements

Applicant organizations will be judged eligible on their demonstration of meeting the minimum threshold requirements through the submission of the following documents:

- 1) Articles of Incorporation approved by the Office of the Secretary of the Commonwealth of Massachusetts;
- 2) Most recent set of Board approved organizational by-laws;
- 3) Documentation of applicant's IRS tax-exempt status;
- 4) Evidence that organization is located in Everett, Malden, Medford, Massachusetts; or is contiguous to or within reasonable proximity of the Everett, Malden, Medford, Massachusetts Service Area;
- 5) Organization's Mission Statement;
- 6) Copy of most recent audit reports, including the A-133 audit report;
- 7) Organizational Chart
- 8) List of current funding sources;
- 9) Agency-wide budget;
- 10) List of formal (e.g., established MOU or MOA in effect) current partnerships and collaborations;
- 11) Letters of Support for your organization's application for designation;
- 12) A table showing a roster of Board of Directors by sector represented and local affiliation, indicating names and addresses and;
- 13) Minutes of most recent meeting of the Board of Directors.
- 14) CSBG FY 2016 Proposed Budget

If minimum threshold requirements are not met by documents submitted with Proposal, DHCD will not consider organization's application further.

Attachment F

B) Evaluation Criteria and Rating System

Applications that meet above thresholds will be rated and given the **maximum** number of points on the following criteria relative to the agency's capacity and approach to the tasks:

- 1) *Capacity- The organization capacity to manage a grant, including finances, programs, and other services, according to all applicable federal and state statutes and regulations*
- The organization's experience and ability to deliver services and programs to low-income clients and other groups with proven positive outcomes.

15 points
 - Understanding of sound fiscal management and practices, on the basis of past performance; proper funding and CSBG proposed budget.

15 points
 - Partnerships, collaborations, and linkages in place with private, public and other non-profit organizations to maximize service delivery.

10 points
 - Evidence of community support from residents, local government, and other non-profit entities (i.e. support letters).

10 points
 - Established Board of Directors with required CSBG tripartite representatives in place or demonstrated willingness to establish tripartite representation.

5 points
 - Location of organization's main (and satellite) offices with respect to target population.

5 points
 - Willingness to establish a local presence in the Everett, Malden, Medford, Massachusetts Service Area (if not already present).

5 points

Capacity Point Total 65 points

2) Approach- The organization's proposal for continuing to provide a range of services, as described in the CSBG Act, to meet the needs of low-income Everett, Malden, Medford Service Area residents and for evaluating the agency's progress toward meeting results-oriented programmatic and organizational goals.

- Proposed system of delivering and coordinating specific programs responsive to community needs.

5 points

- Demonstrated ability to advocate for low income people in the Everett, Malden, Medford, Massachusetts Service Area.

5 points

- Methods of setting goals and measuring outcomes, using case management, or other tools, for program evaluation.

5 points

- Understanding of Everett, Malden, Medford, Massachusetts Service Area's priority needs for CSBG services.

5 points

Approach Point Total 20 points

3) Transition Planning- To the best of their ability, demonstrate to smoothly transition services and clients.

- Appropriateness and quality of transition plan that will assure continuation of existing services to target population within minimum disruption.

5 points

- Outreach plan to involve local minority-focused agencies/non-profits long-term.

5 points

- Methods of community outreach, especially to low-income residents.

5 points

Transition Planning Point Total 15 points

4) Bonus- Innovative approaches to addressing the causes of poverty, promoting individual self-sufficiency, and revitalizing the community.

5 points

Bonus Point Total 5 points

Maximum Points 105 points

ATTACHMENT G

ATTACHMENT H

ATTACHMENT I

ATTACHMENT J